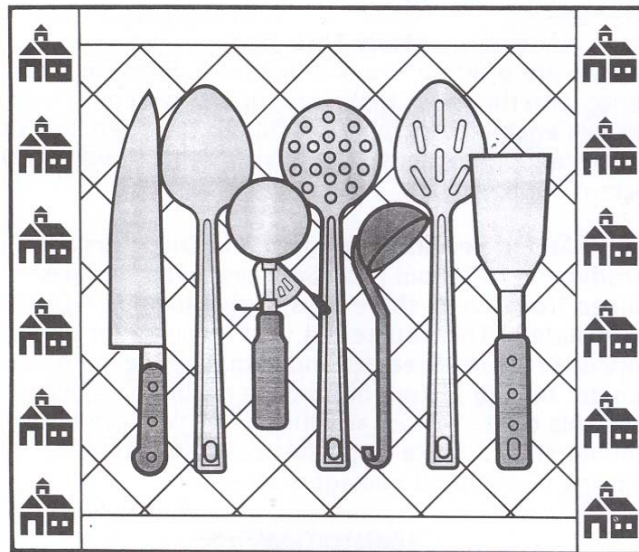


# CHILD NUTRITION SUMMER INSTITUTE

Spaulding High School  
155 Ayers Street  
Barre, Vermont 05641

AUGUST 10 – 14, 2009



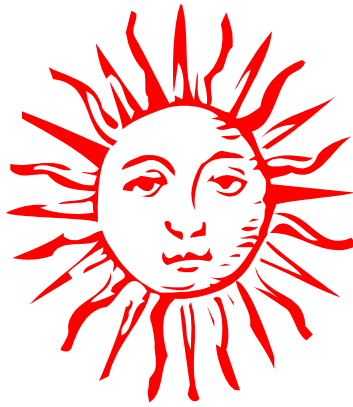
Sponsored by:

Vermont Department of Education  
CHILD NUTRITION PROGRAMS  
120 State Street  
Montpelier, VT 05620-2501

## 2009 Summer Institute Alphabetical Course List

Course Name	For More Information See Page	Days / Dates	Cost	Intended Audience
Application Approval and Verification	9	Wednesday 8/12 ½ day	\$20	Everyone who approves applications and/or is responsible for verification for school meals programs
Basic Culinary Skills	5, 8, 9	Tuesday 8/11	\$40	Child care center cooks and school food service employees with less than 3 years experience.
CACFP for New Managers	8	Wednesday 8/12	\$25	Personnel from centers that want to join CACFP and new personnel in centers that already participate
Creating Your School Food Safety Plan (HACCP)	7	Friday 8/14	\$40	School food service managers and staff
Food Safety & Sanitation	9	Monday & Tuesday 8/10 & 8/11	\$80	New school food service managers and school food service staff who have not taken the course and CACFP staff.
Getting Ready for a Child Nutrition Program Review	6	Wednesday 8/12	\$25	School food service managers and staff who have been notified that they will have a Child Nutrition Review in the 2009-2010 school year.
Introduction to School Food Service	5	Wednesday ~ Friday 8/12 ~ 8/14	\$75	Newly hired school food service managers and directors; staff who have an interest in becoming a manager
Making Dollar\$ and Sense in Your School Food Service Program	6	Wednesday 8/12	\$40	All school food service managers.
Menu Planning to Achieve the Dietary Guidelines	9	Monday & Tuesday 8/10 & 8/11	Free	This class is for Culinary Certificate Program Participants only
Preparing for Nutrient Analysis	5	Thursday 8/13	\$40	School food service managers and staff who have been notified that they will have a nutrient analysis in the 2009-2010 school year and any others interested in the process
Promoting Breakfast & Snacks in Childcare Centers	8	Friday 8/14	\$25	CACFP
School Food Service Manager Refresher Course	6	Thursday & Friday 8/13 & 8/14	\$50	Food program managers who have taken the New Managers Class or managers who have been in the business for a few years.

**NOTE:** One all-inclusive price for the class covers registration, materials, and meals (breakfast, mid-morning break, and lunch).



## Registration Information

- φ **The course fee** includes registration, breakfast and lunch.
- φ Please use a separate registration form for each person registering from your school or district. (Make copies of the blank form if necessary) We will be happy to accept one check for all those who are attending from any one school/school district.
- φ A registration form and check or school purchase order are required to reserve space. Make checks payable to ***Treasurer, State of Vermont.***
- φ Registration confirmation will be sent as soon as we have processed your registration.

### *Child Nutrition Summer Institute DAILY SCHEDULE*

8:00 – 8:30	Registration	10:15 – 12:00	Class Time
8:30 – 10:00	Class Time	12:00 – 12:45	Lunch
10:00 – 10:15	Break	12:45 – 3:30	Class Time

### Courses for Other Staff in Addition to School Food Service Staff

- ***everyone involved in approving applications and/or conducting verification should look on page 9***
- ***CACFP directors and food program staff should look on page 8***

# Child Nutrition Summer Institute

## Spaulding High School

155 Ayers Street

Barre, VT 05641

## DRIVING DIRECTIONS

### From I-89, driving South:

Take Exit 7. Follow Rte 62 East (this is the road you are on when you leave the highway) about 3 miles. At the third stoplight follow signs for Barre. Turn right onto Rte 14, Main St. (the second stoplight). Drive through Main St. Barre, bear right at the light, staying on Rte 14 South onto South Main St. About .4 miles to set of lights. Turn left on to Ayers St. (Turn left, not hard left). About .3 miles to Spaulding High School on right. Go past the school and turn right into the parking area.

Easier and only slightly longer:  
go to Exit 6 and follow directions for I-89 North

### From Rte 14 driving South:

Follow Rte 14 until it merges with Rte 302 in Barre. Turn left at the lights (Main St.) and proceed as above.

### From I-89, driving North:

Exit 6. Follow Rte 63 approx. 4 miles to Rte 14. Turn left at lights onto Rte 14. Drive approx. 1.5 miles to second set of lights. Turn right on to Ayers St. About .3 miles to Spaulding High School on right. Go past the school and turn right into the parking area.

### From Rte 302, driving West:

Drive through Orange and East Barre to Main St. At the lights, turn left onto Rte 14 South. About .4 miles to set of lights. Turn left onto Ayers St. About .3 miles to Spaulding High School

## ACCOMMODATIONS SUGGESTIONS

There are many options. Some suggestions are:

### Hotels/Motels

The Hollow Inn & Motel Rt. 14, Barre	(802) 479-9313 or 1-800-998-9444
Pierre Motel 362 No. Main St., Barre	(802) 476-3188
Capitol Plaza Hotel 100 State St, Montpelier	(802) 223-5252 Or 1-800-274-5252
Comfort Inn & Suites 213 Paine Trnpk, Montpelier	(802) 229-2222
Hilltop Inn 3472 Airport Rd., Berlin	(802) 229-5766

### Camping

Lazy Lions Campground 281 Middle Rd., Barre	(802) 479-2823
Limehurst Lake Campground Williamstown	(802) 433-6662

# Classes for School Food Service Managers and Staff

## Preparing for Nutrient Analysis

**Limit:** None

**Instructor:** Sue Johansen, RD, CDE

Have you been wondering what nutrient analysis really means and how it is done? Have you been notified that your school has been selected for a nutrient analysis review during the 2009-2010 school year? Want to get some ideas about changes you can make so your menus will meet the Nutrient Standards? This session will explain what the process entails, as well as what kind of recordkeeping and management practices make it most likely for nutrient analysis to accurately portray how well your meals meet the nutrient standards and the Dietary Guidelines for Americans.

**SNA Credit:** 6 hours Continuing Education

## Basic Culinary Skills

**Limit:** 20

**Instructor:** Scott Wagner, Food Service Director, Williston School District

Effective use of time in the kitchen depends on knowing a few basic principles. In this hands-on session you will learn about these skills including efficient cutting/chopping skills; quantity prep shortcuts; preserving the appearance of fresh produce; simple presentation tips to make the food attractive whether it is served from a steam table, a cramped school line, or a child care center dining room. You will explore baking with whole grains and prepare several recipes your customers will love.

**This class is available only for school food service employees with less than 3 years experience, and child care center food service staff.**

**SNA or CACFP Credit:** 6 hours Continuing Education

## Introduction to School Food Service

**Limit:** None

**Instructors:** Laurie Colgan, Helen Ballard and Bari Gladstone, Child Nutrition Programs

This course provides an in-depth introduction and overview of school food service management for those new to School Food Service. Course content includes: Administration of Child Nutrition Programs, Program Revenue, Meal Count & Claiming Systems, Meal Patterns and Menu Planning for Lunch and Breakfast Programs, the USDA Commodity Program, Recordkeeping, and Financial Management. This course is designed to provide you with the information, requirements and materials needed for the first year manager in School Food Service.

Included in the cost of the course is the 2-day Food Safety and Sanitation course. Please be sure to read the registration form carefully to be sure that you are signed up for this class appropriately.

**SNA Credit:** 24 hours Specialized Training

## Getting Ready for a Child Nutrition Program Review

**Limit:** None

**Instructor:** Helen Ballard

If your school food service program will be undergoing a Child Nutrition Program Review this year, or if you just want to know more about the review process, this class is designed for you. The focus will be on helping you to understand what is involved in the review process and the standards that must be met in order to be in compliance with federal regulations and policy. Some of the topics to be covered include application approval and verification, review standards, records that will be reviewed, documentation that must be provided by the school and/or the food service program, and how to organize the records to make the review go smoothly. In addition, time is planned for questions and discussion.

**SNA Credit:** 6 hours Continuing Education

## School Food Service Manager Refresher Course

**Limit:** None

**Instructor:** Helen Ballard

In this course, we will review program basics (offer versus serve, menus, production records, standardized recipes, meal counting procedures, and recordkeeping, etc.). In addition, areas of concern and issues identified by class participants (such as breakfast participation, revenue and expenses, program promotion, goals and priorities, etc.) will be addressed. With registration confirmation, you will receive a description of information to bring to use as the basis for program evaluation and a brief survey to be submitted prior to the class to help identify topics of most interest. Come prepared to share and learn!

**SNA Credit:** 12 hours Certification

## Making Dollar\$ and Sense in Your School Food Service Program

**Limit:** 20

**Instructor:** Doug Davis, Food Service Director, Burlington School District

Are your food service expenses higher than your revenue? Is your business manager tightening the reins on your program and increasing the expectations of performance? Are you struggling with ways to figure out how to make ends meet with higher food costs, lower participation rates, fuel charges on your bills, and now you are hearing buzz words like local foods and Farm to School? Are competitive food sales taking away from your program? Is there pressure to involve the community in your program?

Register for this session to become familiar with a food service budget, to cost out a menu, determine meals per labor hour, find a break even point to make things pay, and figure out if a la carte is taking away from your program instead of supplementing it. Learn more about techniques to boost breakfast participation in your school. Learn about the Food Service Directors Association of Vermont Buyers Group Purchasing Cooperative which is available to all self-operated Child Nutrition Programs. This purchasing group was formed to create a level playing field for schools of all sizes to buy food and supplies in a cost effective way.

To make this session meaningful to you: Please bring with you - Menus, calculator, and program expense information from 08-09.

**SNA Credit:** 6 hours Continuing Education

## Creating Your School Safety Plan (HACCP)

**Limit:** 30

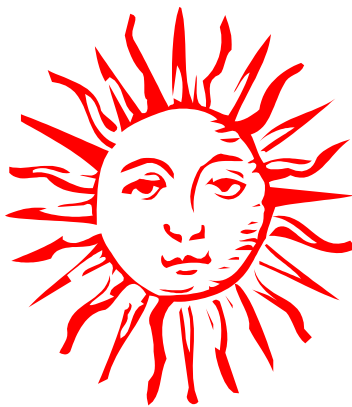
**Instructor:** Dale Steen, Associate Professor Emerita, University of Vermont Extension

School food authorities (SFA's) are now required to implement food safety programs for the preparation and service of school meals served to children. Food safety programs must be based on HACCP principals. This workshop will clarify the concept and principles of a food safety program based on HACCP and give you tools to analyze and revise your current food safety program to meet USDA standards. During this class you will be able to explore the details of creating record-keeping procedures, adapting the sample SOPs, and writing training plans. You will leave the class with a notebook including the start of a plan to guide you in further steps, templates for completing many of the required documents, and a thorough understanding of what a food safety program is and how it will benefit your program.

Food Safety & Sanitation for School Food Service is a pre-requisite for this class. If you have not taken Food Safety within the last 5 years, you must take that course in order to register for Creating Your School Safety Plan (HACCP).

Participants in this class must bring menus and meals records from the 2008-2009 year to work from as you create your plan.

**SNA Credit:** 6 hours Specialized Training



# Classes for Child and Adult Care Food Program (CACFP)

## Child and Adult Care Food Program (CACFP) For New Managers

**Limit:** None

**Instructor:** Michele Wheeler

This training session is designed for new CACFP program managers. Topics covered during the training session are program administration, income eligibility forms, meal pattern requirements, menu planning, recordkeeping, and other program requirements.

**CACFP Credit:** 6 hours Continuing Education

## Basic Culinary Skills

**Limit:** 20

**Instructor:** Scott Wagner, Food Service Director, Williston School District

Effective use of time in the kitchen depends on knowing a few basic principles. In this hands-on session you will learn about these skills including efficient cutting/chopping skills; quantity prep shortcuts; preserving the appearance of fresh produce; simple presentation tips to make the food attractive whether it is served from a steam table, a cramped school line, or a child care center dining room. You will explore baking with whole grains and prepare several recipes your customers will love.

**This class is available only for school food service employees with less than 3 years experience, and child care center food service staff.**

**SNA or CACFP Credit:** 6 hours Continuing Education

## Promoting Healthy Breakfasts and Snacks in Child Care Centers

**Limit:** 20

**Instructor:** Michele Wheeler

No room for empty calories! Find out why breakfast is the most important meal of the day and why nutritious snacks are crucial to meeting the RDA's of young children. Join in the hands-on cooking activities and sample easy, tasty, and sometimes unusual breakfast and snack ideas. Evaluate the recipes and develop a menu plan that incorporates some of the new ideas and recipes you've just tried.

**CACFP Credit:** 6 hours Continuing Education



## Classes for Other Audiences

### Application Approval and Verification – Navigating the System (morning only)

**Limit:** None

**Instructor:** Bari Gladstone

Are you new to the role of approving applications for free or reduced school meals? Is your school scheduled for an Administrative Review this year? Do you have issues with verification? Or maybe you had some problems getting your verification process completed. This is your chance to learn the basics, clear up confusions, and get the complete overview of the process.

**SNA Credit:** 3 ¼ hours Continuing Education

### Menu Planning to Achieve the Dietary Guidelines

**Limit:** Participants in the Child Nutrition Culinary Certificate Program

**Instructors:** Laurie Colgan, Abbie Nelson

This two-day seminar continues the Culinary Certificate Program's emphasis on implementing changes to bring Child Nutrition Programs into conformance with the 2005 Dietary Guidelines for Americans.

Participants must bring menus and production records from the 2008-2009 school year to use during the class.

**SNA Credit:** 12 hours Continuing Education

## Classes for All Audiences

### Basic Culinary Skills

**Limit:** 20

**Instructor:** Scott Wagner, Food Service Director, Williston School District

Effective use of time in the kitchen depends on knowing a few basic principles. In this hands-on session you will learn about these skills including efficient cutting/chopping skills; quantity prep shortcuts; preserving the appearance of fresh produce; simple presentation tips to make the food attractive whether it is served from a steam table, a cramped school line, or a child care center dining room.

**This class is available only for school food service employees with less than 3 years experience, and child care center food service staff.**

**SNA or CACFP Credit:** 6 hours Continuing Education

### Food Safety & Sanitation

**Limit:** 30

**Instructors:** Dale Steen, Associate Professor Emerita, University of Vermont Extension

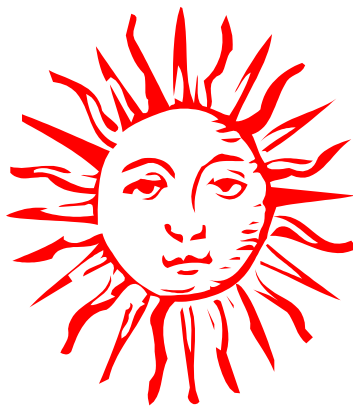
Do you have the latest information on safe food handling? Do you know what HACCP is? Need ideas for employee training? Want to impress your food manager with your superior knowledge of microbes?!! Or perhaps it is time to brush up on your food safety and sanitation skills. And NO . . . it won't be boring! This class is very interactive and uses a variety of techniques to keep the learning lively. **This course meets criteria for Basic Sanitation, which is required for SNA certification.** Join us!

**SNA Credit:** 12 hours Specialized Training

## Quick Reference - Classes by Day

**NOTE: Most classes are just one day long. Some classes are multiple days and these are noted in ( ). If a class is 2 or three days long, you must take all days of the class. No classes are repeated.**

Monday 8/10	Tuesday 8/11	Wednesday 8/12	Thursday 8/13	Friday 8/14
Food Safety and Sanitation (day 1)	Food Safety and Sanitation (day 2)	Intro to School Food Service (day 1)	Intro to School Food Service (day 2)	Intro to School Food Service (day 3)
Menu Planning for Culinary Certificate Program participants (day 1)	Menu Planning for Culinary Certificate Program participants (day 2)	Application Approval and Verification – ½ day only	Preparing for Nutrient Analysis	Creating Your School Food Safety Plan (HACCP)
	Basic Culinary Skills	Getting Ready for a Child Nutrition Program Review	Food Service Manager Refresher (day 1)	Food Service Manager Refresher (day 2)
		Making Dollar\$ and Sense in Your School Food Service Program		Promoting Breakfast and Snacks in Child Care Centers
		CACFP for New Managers		



In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

**SUMMER INSTITUTE REGISTRATION AND CONFIRMATION FORM****REGISTRATION DEADLINE IS AUGUST 3, 2009**

<b>Name</b>			<b>Title</b>	
<b>Place of Work</b>			<b>Home Phone #</b> (so we can reach you in the summer)	
<b>Summer mailing address</b>			<b>City, State, ZIP</b>	
<b>How many years have you worked in school food service?</b>				
Course sign up: Check [✓] each course you will take. Be sure not to sign up for two courses that meet the same day or overlap by a day.				
✓	Day	Course	Fee	Total
	M-T	Food Safety and Sanitation	\$80	
	M-T	Menu Planning to Achieve the Dietary Guidelines	Free	
	T	Basic Culinary Skills	\$40	
	W-F	Introduction to School Food Service	\$75	
	W	Application Approval & Verification ~ morning only	\$20	
	W	Getting Ready for a Child Nutrition Program Review	\$25	
	W	Making Dollar\$ and Sense in Your School Food Service Program	\$40	
	W	CACFP New Managers Training	\$25	
	TH	Preparing for Nutrient Analysis	\$40	
	TH-F	Food Service Manager Refresher	\$50	
	F	Promoting Breakfast and Snacks in Childcare Centers	\$25	
	F	Creating Your School Food Safety Plan (HACCP)	\$40	
Enter Total Course Fees				\$
<p align="center"><b>No refunds for cancellations made after July 27</b></p> <p>Make checks payable to <b><u>Treasurer, State of Vermont</u></b> and <b>mail to:</b> Child Nutrition Programs, Cheryl Barrows, Administrative Assistant, Vermont Department of Education, 120 State Street, Montpelier, VT 05620 or FAX to 802-828-0573</p> <p>Even though we ask for one form per person, <u>the check or purchase order may be for all registrants</u> from one school, district or program.</p> <p>Questions? Call Cheryl at 828-2447</p>				

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Date Confirmed: \_\_\_\_\_

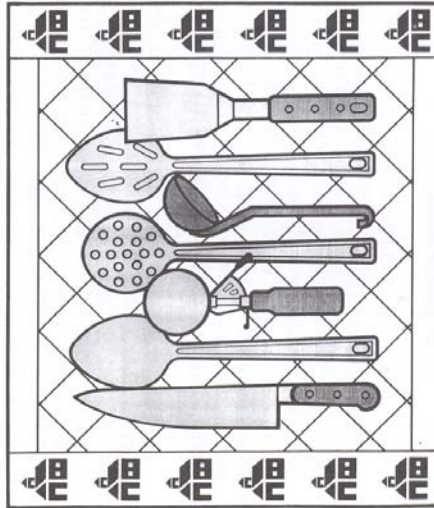
Confirmation of Registration: \_\_\_\_\_

*Feel free to make copies of this form, but PLEASE – only one name per form!***REGISTRATION DEADLINE IS AUGUST 3, 2009**

**CHILD NUTRITION  
SUMMER INSTITUTE**

**Spaulding High School  
155 Ayers Street  
Barre, VT 05641**

**AUGUST 10 – 14, 2009**



**Sponsored by:**

**Vermont Department of Education  
CHILD NUTRITION PROGRAMS  
120 State Street  
Montpelier, VT 05620-2501**



ED17  
Vermont Department of Education  
Child Nutrition Programs  
120 State Street  
Montpelier, VT 05620-2501

Please circulate this  
brochure to ALL food  
service staff

**FIRST CLASS**

**CHILD NUTRITION  
SUMMER INSTITUTE  
AUGUST 10 – 14, 2009**

**Registration Materials  
Enclosed**